

Minimum Standards for Community College Faculty

Minimum standards. Community college-employed instructors teaching full-time in career and technical education and arts and sciences shall meet minimum standards. In accordance with 2002 Iowa Acts, chapter 1047, section 8, standards shall at a minimum require that full-time community college instructors meet the following requirements:

- a. Instructors in the subject area of career and technical education shall be registered, certified, or licensed in the occupational area in which the state requires registration, certification, or licensure, and shall hold the appropriate registration, certificate, or license for the occupational area in which the instructor is teaching, and shall meet either of the following qualifications:
 - (1) A baccalaureate or graduate degree in the area or a related area of study or occupational area in which the instructor is teaching classes.
 - (2) Special training and at least 6,000 hours of recent and relevant work experience in the occupational area or related occupational area in which the instructor teaches classes if the instructor possesses less than a baccalaureate degree.
- b. Instructors in the subject area of arts and sciences shall meet either of the following qualifications:
 - (1) Possess a master's degree from a regionally accredited graduate school, and have successfully completed a minimum of 12 credit hours of graduate level courses in each field of instruction in which the instructor is teaching classes.
 - (2) Have two or more years of successful experience in a professional field or area in which the instructor is teaching classes and in which post-baccalaureate recognition or professional licensure is necessary for practice, including but not limited to the fields or areas of accounting, engineering, law, law enforcement, and medicine.
- c. Full-time developmental education and adult education instructors may or may not meet minimum requirements depending on their teaching assignments and the relevancy of standards to the courses they are teaching and the transferability of such courses. If instructors are teaching credit courses reported in arts and sciences or career and technical education, it is recommended that these instructors meet minimum standards set forth in subrule 21.3(1), paragraph "a" or "b."

24.5(1) Definitions. For purposes of interpreting rule 24.5, the following definitions shall apply: "*Field of instruction.*" The determination of what constitutes each field of instruction should be based on accepted practices of regionally accredited two- and four-year institutions of higher education.

"*Full-time instructor.*" An instructor is considered to be full-time if the community college board of directors designates the instructor as full-time. Consideration of determining full-time status shall be based on local board approved contracts.

"*Instructors meeting minimum requirements.*" A community college instructor meeting the minimum requirements of 2002 Iowa Acts, chapter 1047, section 8, is a full-time instructor teaching college credit courses. Credit courses should meet requirements as specified in rule 281—21.2(260C), and meet program requirements for college parallel, career and technical education, and career-option programs as specified in rule 281—21.4(260C) and Iowa Code chapter 260C.

“Minimum of 12 graduate hours.” Full-time arts and sciences instructors must possess a master’s degree and complete a minimum of 12 graduate hours in their field of instruction. The 12 graduate hours may be within the master’s degree requirements or independent of the master’s degree.

“Relevant work experience.” An hour of recent and relevant work experience is equal to 60 minutes. The community college will determine what constitutes recent and relevant work experience that relates to the instructor’s occupational and teaching area. The college should maintain documentation of the instructor’s educational and work experience.

24.6 Faculty load.

- a. College parallel.* The full-time teaching load of an instructor in college parallel programs shall not exceed a maximum of 16 credit hours per school term or the equivalent. An instructor may also have a teaching assignment outside of the normal school hours; provided the instructor consents to this additional assignment and the total workload does not exceed the equivalent of 18 credit hours within a traditional semester.
- b. Career and Technical education.* The full-time teaching load of an instructor in career education programs shall not exceed six hours per day, and an aggregate of 30 hours per week or the equivalent. An instructor may also teach the equivalent of an additional three credit hours provided the instructor consents to this additional assignment. When the teaching assignment includes classroom subjects (nonlaboratory), consideration shall be given to establishing the teaching load more in conformity with that of paragraph “a” of this subrule.